Name:

**PERFORMANCE CRITERIA**

1. Implement procedures to send and receive electronic mail
   1. Log in to **software** for sending and receiving email in accordance with **organisational requirements.**
2. Log into your E-mail account through the DET Portal. Show your teacher that you are able to do this.

*Student can access his, her E-mail account through the DET Portal.*

|  |  |
| --- | --- |
| 🞏 Yes | 🞏 No |

|  |  |
| --- | --- |
| Teacher’s Signature: | Date: |

1. Your organisation requires that E-mails contain an “E-mail Signature”.

Go to “Settings” → “General Settings” within your E-mail software. Create the following “E-mail Signature”.

*Thank you,*

*Your Name*

This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender.

Tick the box “*Automatically include my signature on outgoing messages”*.